



Guidelines for organizers of Side Events

- i** All completed and signed application forms for side events during the 27th Session should be submitted to the Secretariat at sideevents@isa.org.jm by 21 October 2022. *Only applications received by this date will be considered.*
- i** The Secretariat will make every effort to accommodate all applications. However, due to the high level of applications expected for side events, it might not be possible to allocate placement for all applications.
- i** All applications will be reviewed by an internal side events committee of the Secretariat and information on the allocated dates for side events will be communicated to applicants and posted at the Authority's website by 25 October 2022.
- i** There is a fee of **USD300** for each side event, which is to be paid as soon as the side event is confirmed and so notified by the Secretariat.
- i** All charges related to side events will be covered by the organizer of the side event.
- i** Menu options for catering and details of caterer will be sent to the organizer upon confirmation of an allocated slot, should the service be required. *Kindly note that payment for catering must be made to the caterers one week prior to the scheduled date for side event.* Services for catering will not be provided until accounts have been settled within the stipulated time frame.
- i** Activities that involve food or beverage are only allowed in the designated areas.
- i** Organizers should hold side events in English as interpretation services are not available from the Secretariat for side events.
- i** For more information on side events, please contact: sideevents@isa.org.jm



Side Events Request Form

27th Session, Part III - Council | 31 October-11 November 2022

Please complete the details below in block capitals

Kindly email all completed forms to sideevents@isa.org.jm by the latest **21 October 2022**

NAME OF ORGANIZER

* Please attach the logo of your organization in your email when you return the completed form.

CONTACT INFORMATION

Title: Professor Dr Mr Mrs Ms Other

If other, please indicate:

First Name:

Last Name:

Address:

Telephone:

Email:



Title/Topic of Side Event:

Use of projector and screen for PowerPoint presentation: Yes No

SPEAKER(S) INFORMATION

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Name of Speaker

Job Title

Organization

Name of Speaker	Job Title	Organization

Kindly indicate preferred date

Option	Date	TIME SLOT
		[Evening] 6:00 p.m. – 7:00 p.m.
First option		
Second option		



Guidance Notes

- i** There is a fee of **USD300** for each side event, which is to be paid as soon as the request is approved.
- i** The final allocation of dates is made by an internal side-events committee. The results will be communicated to applicants by **25 October 2022**.
- i** All charges related to side events will be covered by the sponsor.

We will do our best to facilitate your request!

Signature

Name and Title